

Overdraft Charge Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to inquire about the recent overdraft charges applied to my account ([Your Account Number]). I noticed an overdraft fee of [Amount] on [Date], and I would like to request clarification regarding the circumstances that led to this charge.

I understand that overdraft fees can occur when an account balance goes negative, but I would appreciate any details about the transactions that initiated this charge. I have always maintained a good standing with your bank, and I would be grateful if you could review my account history and consider waiving this fee.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]